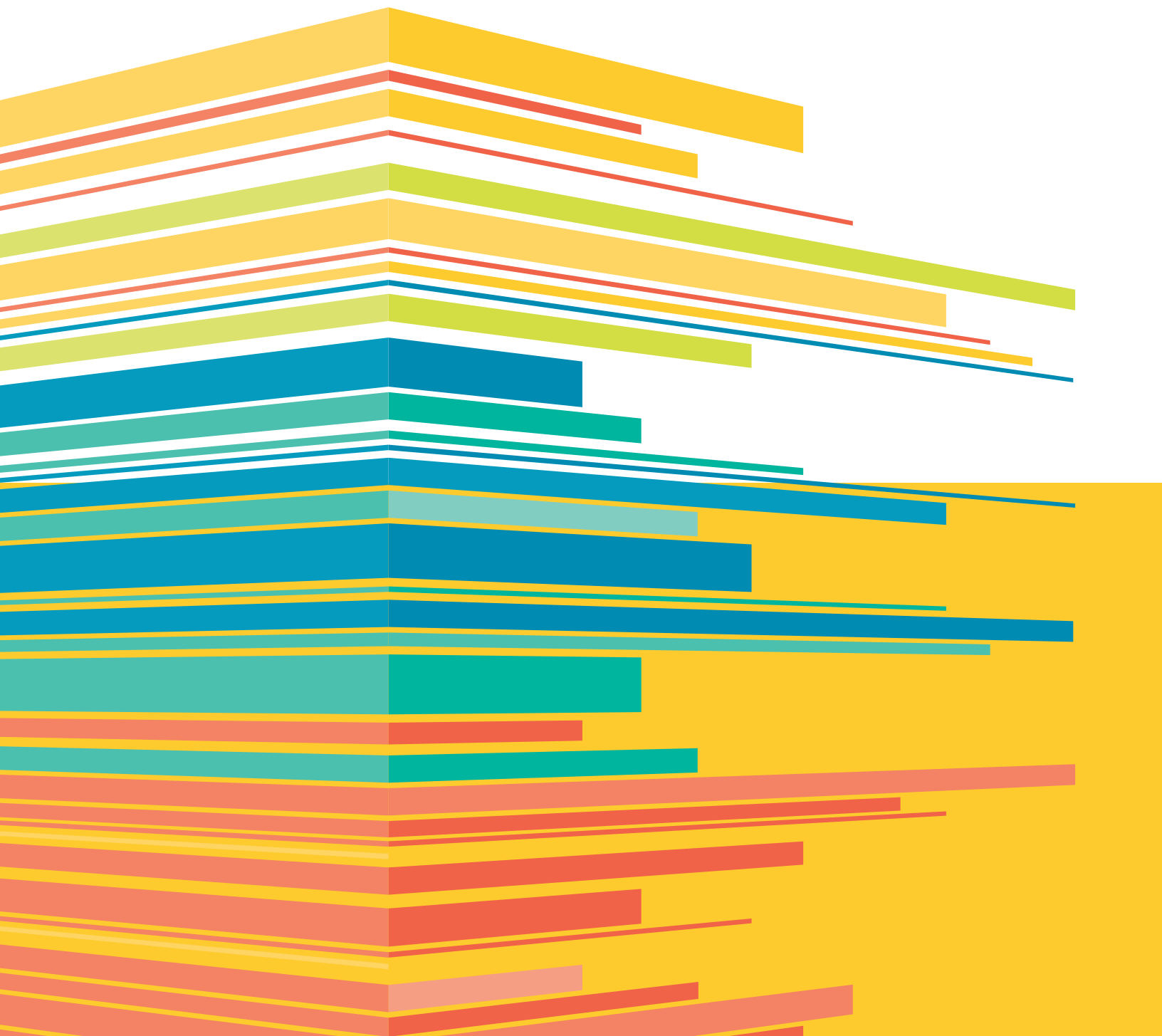




ANNUAL CONFERENCE

ORLANDO, FLORIDA | OCTOBER 23–26, 2016

STAFF SURVIVAL GUIDE



THE 2016 AFP ANNUAL CONFERENCE STAFF SURVIVAL GUIDE

Table of Contents

Staff Expectations.....	2
General Questions and Answers	3-4
Conference App Questions and Answers	5
Staff Meetings and Mandatory Events	6
Registration Information	7
Badge Holders / Registration Hours	8
Membership Renewal Incentive / CE and CPE Credits	9
AFPAware	10
2016 Booth Space Selection.....	11
Schedule of Events	12-15
Event Locations and Hours	16
Convention Center Services	17
Hotel Information	18
Shuttle Schedule / Event Transportation	19-20
Shuttle Boarding Locations by Hotel	21-22
On-site Packing Instructions	23
Team Captain / Sales Team Contact Information	24
AN15 Customer Experience Enhancements	25

STAFF EXPECTATIONS

Great customer service is every staff member's #1 goal. An attendee's experience at Conference depends largely on AFP staff. You are an ambassador for the AFP brand and each interaction you have, directly or indirectly, has an impact on how our attendees view AFP.

Be prepared to answer the members' needs. Know the answers to the FAQ ahead of time and be familiar with the layout. When speaking with other staff, always keep an eye out for attendees who need assistance.

Four Golden Rules:

1. Be a team player.
2. Take pride and care of your personal appearance.
3. Pay attention to what you say.
4. Be a positive ambassador.

Take the lead on resolving issues that are brought to your attention. Attendees will remember the experience they had at Conference when you go above and beyond.

Let's give our attendees great things to say about AFP with their colleagues and potential new members/attendees. Create great memories for our attendees at this year's Conference.

We have the ability to wow and delight at each customer contact. Dissatisfied customers are more likely to spread the word of their experience. This can impact member retention as well as repeat attendance.

GENERAL QUESTIONS AND ANSWERS

Q: Where and when is the AFP Annual Conference taking place next year?

A: Annual Conference will take place in San Diego, CA on October 15-18, 2017.

Q: Why are there no session handouts?

A: It's all part of *AFPAware*. Members want us to conserve, just like other similarly-sized conferences. To download session takeaways, log in to the AFP Mobile App or the conference archive site on the website. For your login information, please visit www.AFPonline.org/password.

Q: How do I get to and from the convention center from my hotel?

A: Complimentary shuttle service is provided from all hotels except the three considered to be within walking distance. Those hotels are Hyatt Regency Orlando, Rosen Centre Hotel, and Rosen Plaza Hotel. Shuttle service will only be provided for The Welcome Reception on Sunday, October 23rd to Universal CityWalk.

Check in the program book or the lobby of shuttle hotels for the shuttle schedule.

Q: I want to speak with Jim Kaitz!

A: Mr. Kaitz is very busy; I'd be happy to take your business card and ask his assistant to get in touch with you.

Q: How do I sign up for the Pre-Conference sessions?

A: An additional fee is required to attend these seminars, and space is limited. If you register onsite, please check availability at a substitutions and changes counter.

Q: How do I sign up for the CTP Review Course?

A: An additional fee of \$1,095 is required to attend this program, and space is limited. Please check availability at a substitutions and changes counter as to availability.

Q: How do I sign up for the FP&A Essential Series?

A: An additional fee of \$795 is required to attend this program, and space is limited. Please check availability at a substitutions and changes counter as to availability.

Q: I did not get my ribbon!

A: You can obtain another ribbon from the Registration area (Subject to eligibility).

Q: I have lost my badge!

A: There is a \$50 replacement fee at the registration counter.

Q: Are meals provided during Conference?

A: Yes, AFP provides breakfast Monday through Wednesday and lunch on Monday and Tuesday. They are located in the Exhibit Hall.

Q: How soon can I (an exhibitor) get on the floor?

A: 1 hour before the exhibit hall opens.

Q: I do not care if the exhibit hall is closed, I need to get to my booth now!

A: I'll find an AFP staff member who can escort you on and off the Exhibit floor.

Q: How are CCM/CTP and FPA credits calculated?

A: Every 50 minutes of instruction, including Q&A, is equal to one credit.

Q: How do I get to X's party?

A: Go to their booth and talk to their representatives.

Q: Where is the Speaker Ready Room?

A: Located in Room W206A, the room is equipped with computers for Conference speakers to review and update their presentations. Staff is available to assist

Q: What is the Conference Connect?

A: The Conference Connect is located in the Exhibit Hall in Booth 325 and is open during regular Exhibit Hall hours. Sponsored by BNY Mellon, Conference Connect has complimentary coffee during refreshment breaks and computers to keep attendees connected to the office, news or colleagues during the conference.

Q: I have a problem with my hotel!

A: CMR Housing has a staffed counter located in West Registration to assist you with your accommodations.

Q: I need to send a fax/make copies.

A: The Fed-Ex Office center is located in the West Building outside of Hall C and offers computers, copiers, and fax machines, along with shipping supplies and other services during hall hours.

Q: How do I connect to the WiFi?

A: Click on the network "AFP2016" and the password is afpconference. The password is all one word and is case-sensitive.

CONFERENCE APP QUESTIONS AND ANSWERS

Q: How do I get the app?

A: Download it from the iTunes or Google Play stores by searching AFP Annual Conference and selecting the 2016 AFP Annual Conference App. Other phones (Blackberry, etc.) can access the app through the mobile web version. As long as that phone is web enabled.

Q: Can I access the app with any handheld device?

A: The app is available through iPhone, iPad, and Android devices.

Q: Are there differences between the mobile web version and the native app?

A: No - the two versions contain identical information.

Q: What is the event code to download the app?

A: afpconference – since this will likely be asked by attendees many times, it would be best to memorize it.

Q: How do I login?

1. A: At the very top click on **Log in for more features!**
2. You will be asked to enter basic info (first name, last name, email) and you will receive an email from CrowdCompass
3. From your device you downloaded the app to, open the email you received and select **Verify Account**
4. Click on **Open App** on the following screen
5. Your confirmation code will be pre-populated. Select **Finish**

Q: Now that I've selected sessions I'd like to attend, where is my calendar?

A: Select schedule icon and then my schedule at the bottom.

Q: Where are Session handouts located?

A: Select the proper Session, and scroll to the bottom of the page to see any attachments.

Q: How do I message my colleagues?

A: Search for them by clicking the 'Attendees' icon and entering their name or company. Upon locating them, you will be able to send them a message or add them as a contact.

General App Troubleshooting

Many of the attendees' questions will be answered with the FAQ under the launch icon 'Conference and App information. This provides information on Networking, Scheduling, Social Media, and the Wi-Fi information. If they are experiencing more complex issues, point them towards the information desk by Registration.

STAFF MEETINGS AND MANDATORY EVENTS

SATURDAY, October 22, 7:00 a.m.

Staff Meeting / Breakfast Staff Office – Room W105AB

SUNDAY, October 23, 6:30 a.m.

Staff Meeting / Breakfast Staff Office – Room W105AB

MONDAY, October 24, 6:30 a.m.

Staff Meeting / Breakfast Staff Office – Room W105AB

TUESDAY, October 25, 6:30 a.m.

Staff Meeting / Breakfast Staff Office – Room W105AB

WEDNESDAY, October 26, 7:00 a.m.

Staff Meeting / Breakfast Staff Office – Room W105AB

Each team captain has a copy of the full master staff schedule.

There will be a mandatory staff tour. These tours will take place Friday-Sunday at 2pm. The meeting place is West Registration and the captains should schedule their staff for these tours.

Transportation to the Staff Meetings/Staff Meals

- Wear your staff badge for access into the center before conference hours.
- All staff meals must be consumed in the Staff Office (Room W105AB)
- Staff meals begin on Friday, October 21 with breakfast at 8 a.m. On Friday, both breakfast and lunch will be available.
- From Friday-Tuesday, lunch will be available 11:30 a.m.-1:30 p.m.
- Those staff not staying at close walk hotels will have to cab to and from the convention center. Try to coordinate with other staff staying at your hotel.

REGISTRATION INFORMATION

Full Conference registration is required for admission to all Conference activities. Attendees must wear badges while at the Convention Center and at off-site Conference events. No one under 21 is permitted to attend any Conference function or walk through the Exhibit Hall.

Badge Information

Attendees must display their badges in the official Conference badge holder while at the Convention Center (sessions, exhibits, Welcome Reception at Universal CityWalk or networking events.) and at all off-site Conference events. Feel free to ask attendees to present photo identification that corresponds to the name on their badge for admission to Conference events.

Badge Replacement

Lost badges may be replaced at Registration for a \$50 processing fee and photo identification. Processing fees cannot be refunded, discounted or waived if the original badge is recovered – no exceptions.

You may replace a badge holder that is broken or is otherwise defective but, make sure that you collect the defective one when you do this. Badge ribbons can be obtained from any registration window.

Registration Substitutions

Pre-registered attendees may substitute another person from the same company prior to Conference. A badge cannot be substituted once it has been picked up on-site. All substitution requests must be made in writing accompanied by a completed registration form and a \$100 processing fee for members and \$495 for non-members.

Depending on the type of registration, a substitution may need to be approved from the program owner (i.e. speakers), or a substitution fee may not be assessed (i.e. complimentary exhibitor registration).

Spouse/Partner Registration

Spouse/Partner registration costs \$250 and includes admission to the AFP Exhibit Hall, the AFP Opening General Session, meals and social events including the Welcome Reception. Spouse/Partner registration does not include educational sessions. Individuals attending under Spouse/Partner registration cannot be a practicing finance professional, a seller/provider of treasury management or FP&A services, employed by a company in the finance industry or an industry consultant.

BADGE HOLDERS

Practitioner Medium Blue, Board Director Navy Blue, Exhibitor Yellow, Exhibitor Staff Red, Associate Gray, Academic Green, Press Purple, Spouse/Partner Clear With Additional Badge (See Badge Picture in back of guide for more information)

Badge holders may be changed at the beginning of Conference under the following conditions:

1. A registrant with an exhibitor badge (yellow) may not be working in the booth for his/her company. The exhibitor badge should be changed to an associate badge (gray).
2. A registrant with an associate badge (gray) wants an exhibitor badge (yellow). The exhibitor badge allows access to the exhibit floor one hour before and one hour after the official hours.
3. A registrant who is an associate and has a practitioner badge (medium blue) should have an associate badge (gray).
4. An exhibitor staff badge (red) cannot be switched for any other type of badge.
5. A clear badge cannot be switched for any other type of badge.

Confirm status with a business card to update the database if a registrant wants to switch from an associate badge (gray) to a practitioner (medium blue).

REGISTRATION HOURS

Registration Hours in West Registration of the Orange County Convention Center:

SATURDAY, October 22	8:00 a.m. – 5:00 p.m.
SUNDAY, October 23	7:30 a.m. – 6:30 p.m.
MONDAY, October 24	7:30 a.m. – 5:00 p.m.
TUESDAY, October 25	7:30 a.m. – 3:00 p.m.
WEDNESDAY, October 26	8:00 a.m. – 9:30 a.m.

Registration staff should be ready ½ hour prior to scheduled start time.

MEMBERSHIP RENEWAL INCENTIVE

The AFP Membership Center is located in Booth 925 and is open during regular Exhibit Hall hours. Make sure to stop by the AFP Membership Center to learn about AFP's latest membership benefits, the FP&A and CTP Certifications and meet the AFP staff. Renew your AFP membership and receive your very own Beagle Two-Way Bluetooth Tracker. Plus, be entered to win one of three AFP 2017 Conference registrations with VIP treatment.

CE AND CPE CREDITS

CTP, CTP(CD), CCM and FP&A Credits CTP, CTP(CD), CCM and Certified Corporate FP&A Professional credits are earned at the rate of one (1) credit per 50 minutes of instruction, including Q&A. Calculate the sum of the number of minutes of instruction across all days of Conference, divide by 50. When evaluation forms are submitted with badge numbers, credits will be automatically uploaded to the Online Recertification Credit Tracking tool record by December 31, 2016.

CPE Credits Individuals can earn up to 30 CPE credits, based on one unit per 50 minutes, and rounded down to the nearest half unit. Units are awarded by field of study.

AFPAware

Central Florida Women's Resource Center—Sponsored by BBVA Compass/Room 202BC

The Central Florida Women's Resource Center has been empowering women since 1984 by recognizing the power of women; celebrating women's achievements; connecting with and encouraging other women's organizations; and identifying and supporting various issues facing women. This project will take place at the Orange County Convention Center where volunteers will pack over 1000 Care Kits that will be donated to various organizations in need

Second Harvest Food Bank of Central Florida—Sponsored by BBVA Compass

Second Harvest Food Bank of Central Florida is a private, nonprofit organization that collects, stores and distributes donated food to more than 550 feeding partners in six Central Florida counties. Volunteers will travel offsite to the Second Harvest Food Bank Warehouse to complete a Produce Sorting Project, where volunteers will sort, bag, and seal produce that will be distributed to families throughout the week at the facility.

5K FUN RUN/WALK

This year's AFPAware 5K Fun Run will take place at Bill Frederick Park. Bill Frederick Park covers 183 acres of land alongside Turkey Lake, one of the top-five rated fishing lakes in the state of Florida. Designed for nature lovers, participants can enjoy the scenic views while running or walking with their colleagues. This is a rain or shine event. AFP will provide transportation to and from the park.

PAINTFEST – Sponsored by BBVA Compass/Booth #1725

2017 BOOTH SPACE SELECTION – BOOTH 1749

The Booth Space Selection meeting for the 2017 AFP Annual Conference in San Diego, CA will be held in the Exhibit Hall in booth 1749 on Monday, October 24 and Tuesday, October 25. Each exhibiting company has been notified in advance of their assigned time slot. A schedule of appointments is available at the Special Services counter at AFP Registration.

SCHEDULE OF EVENTS

Saturday, October 22

8:00 a.m. – 5:00 p.m.	Registration/West Registration
8:00 a.m. – 5:00 p.m.	Lost and Found/WA2 – Show Managers Office
8:00 a.m. – 5:00 p.m.	AFP <i>Aware</i> Kiosk/West Registration
8:00 a.m. – 5:00 p.m.	Coat and Bag Check/West Registration
8:30 a.m. – 4:30 p.m.	Treasury Management Fundamentals Seminar – Day 1 of 2/W102A
8:30 a.m. – 4:30 p.m.	CTP Exam Review Course – Day 1 of 3/W107
8:30 a.m. – 4:30 p.m.	Pre-Conference Sessions/W101B, W102B, W103A, W103B, W104A, W104B
12:00 p.m. – 5:00 p.m.	AFP Executive Institute Lounge– Sponsored by PNC/W306AB
1:00 p.m. – 5:00 p.m.	Speaker Ready Room/W206A
3:30 p.m. – 5:00 p.m.	FP&A Advisory Council/W202A

Sunday, October 23

7:00 a.m. – 1:30 p.m.	AFP Golf Event – invited guests only/Grand Cypress Golf Course
7:30 a.m. – 6:30 p.m.	Registration/West Registration
7:30 a.m. – 6:30 p.m.	Lost and Found /WA2 – Show Managers Office
7:30 a.m. – 7:30 p.m.	Coat and Bag Check/West Registration
7:30 a.m. – 9:00 a.m.	AFP <i>Aware</i> 5k Fun Run/Walk/Bill Fredrick Park at Turkey Lake
7:30 a.m. – 4:00 p.m.	AFP Membership Renewal Kiosk/West Registration
7:30 a.m. – 1:00 p.m.	AFP <i>Aware</i> Kiosk/West Registration
8:00 a.m. – 8:30 a.m.	Annual Meeting/W101A
8:30 a.m. – 1:00 p.m.	AFP <i>Aware</i> Community Service Project
8:30 a.m. – 9:15 a.m.	<i>Breakfast/Welcome Remarks/W108AB</i>
9:15 a.m. – 11:00 a.m.	<i>Onsite Community Service Event/W202BC</i>
9:45 a.m. – 11:30 a.m.	<i>Offsite Community Service Event</i>

11:00 a.m. – 12:00 p.m.	<i>Onsite Community Service Event Lunch/W108AB</i>
12:00 p.m. – 1:00 p.m.	<i>Offsite Community Service Event Lunch /W108AB</i>
8:00 a.m. – 3:30 p.m.	Pre-Conference Sessions/W101B, W102B, W103A, W103B, W104A, W104B
8:00 a.m. – 3:30 p.m.	Treasury Management Fundamentals Seminar – Day 2 of 2/W102A
8:00 a.m. – 4:00 p.m.	Speaker Ready Room /W206A
8:00 a.m. – 4:00 p.m.	AFP Executive Institute Lounge - Sponsored by PNC/W306AB
8:30 a.m. – 3:30 p.m.	CTP Exam Review Course – Day 2 of 3/W107
10:00 a.m. – 11:30 a.m.	Remittance Coalition/W101A
11:00 a.m. – 2:00 p.m.	FP&A Roundtable – Sponsored by Peloton/W202A
1:30 p.m. – 3:00 p.m.	Payments Roundtable – Sponsored by Comdata/W205A
3:00 p.m. – 4:00 p.m.	Payments Reception – Sponsored by Comdata/W205BC
3:00 p.m. – 4:00 p.m.	AFP Executive Reception/West Lobby A Outside Area
4:00 p.m. – 4:30 p.m.	General Session Doors Open/WA1
4:30 p.m. – 6:00 p.m.	Opening General Session/WA1
6:00 p.m. – 7:30 p.m.	Exhibit Hall Grand Opening Reception/WA3-WB1
6:00 p.m. – 7:30 p.m.	AFP Canadian Reception/Booth 663
7:30 p.m. – 9:30 p.m.	Welcome Reception – Universal CityWalk®
	CityWalk's Rising Star – Sponsored by Discover Financial Services

Monday, October 24

7:00 a.m. – 6:00 p.m.	Coat and Bag Check
7:30 a.m. – 5:00 p.m.	Registration/West Registration
7:30 a.m. – 5:00 p.m.	Lost and Found /WA2 – Show Managers Office
7:30 a.m. – 5:00 p.m.	AFP Executive Institute Lounge– Sponsored by PNC /W306AB
7:30 a.m. – 8:30 a.m.	Attendee Breakfast/WA2
7:30 a.m. – 5:00 p.m.	Speaker Ready Room/W206A
8:00 a.m. – 8:30 a.m.	Annual Meeting/W202B
8:00 a.m. – 9:30 a.m.	AFP Executive Breakfast – Sponsored by RBC/W304ABCD

8:00 a.m. – 5:00 p.m.	2017 Advanced Priority Space Selection Meeting/Booth 1749
8:30 a.m. – 9:30 a.m.	Concurrent Educational Sessions
8:30 a.m. – 5:00 p.m.	Exhibit Hall Open/WA3-WB1
8:30 a.m. – 5:00 p.m.	CTP Exam Review Course – Day 3 of 3/W107
9:30 a.m. – 10:30 a.m.	Exhibit Hall Refreshment Break/WA3-WB1
9:45 a.m. – 10:15 a.m.	Learning Lounge Sessions 1 and 2/Booths 163 and 263
10:30 a.m. – 11:45 a.m.	Concurrent Educational Sessions
11:45 a.m. – 1:00 p.m.	Attendee Lunch/WA2
12:00 p.m. – 1:30 p.m.	ROM Lunch/W108A
12:00 p.m. – 1:30 p.m.	Industry Roundtables Luncheon – Sponsored by Fifth Third/W101A, W101B, W102B, W103A, W103B, W104A, W104B
12:00 p.m. – 1:30 p.m.	AFP Executive Institute Luncheon – Sponsored by PNC /W304ABCD
12:30 p.m. – 1:30 p.m.	Exhibit Hall Dessert Reception/WA3-WB1
12:00 p.m. – 1:30 p.m.	FP&A Luncheon/W203ABC
1:00 p.m. – 1:30 p.m.	Learning Lounge Sessions 3 and 4/Booths 163 and 263
1:45 p.m. – 5:00 p.m.	AFP Executive Institute – Sponsored by PNC/W304EFGH
1:45 p.m. – 3:00 p.m.	Concurrent Educational Sessions
2:00 p.m. – 3:00 p.m.	Learning and Advisory Council/W202A
3:00 p.m. – 4:00 p.m.	Exhibit Hall Refreshment Break/WA3-WB1
3:15 p.m. – 3:45 p.m.	Learning Lounge Sessions 5 and 6/Booths 163 and 263
4:00 p.m. – 5:00 p.m.	Concurrent Educational Sessions
5:00 p.m. – 6:00 p.m.	FP&A Reception/West Lobby A Outside Area

Tuesday, October 25

7:00 a.m. – 6:00 p.m.	Coat and Bag Check/West Registration
7:30 a.m. – 8:30 a.m.	Attendee Breakfast/WA2
7:30 a.m. – 3:00 p.m.	Registration/West Registration
7:30 a.m. – 2:00 p.m.	Speaker Ready Room/W206A
7:30 a.m. – 4:30 p.m.	AFP Executive Institute Lounge– Sponsored by PNC/W306AB

7:30 a.m. – 5:30 p.m.	Lost and Found /WA2 – Show Managers Office
8:00 a.m. – 9:00 a.m.	Board of Directors Breakfast Meeting/W108A
8:00 a.m. – 3:30 p.m.	2017 Advanced Priority Space Selection Meeting/Booth 1749
8:30 a.m. – 9:30 a.m.	Concurrent Educational Sessions
8:30 a.m. – 11:45 a.m.	AFP Executive Institute– Sponsored by PNC/W304EFGH
8:30 a.m. – 5:30 p.m.	Exhibit Hall Open/WA3-WB1
9:30 a.m. – 10:30 a.m.	Exhibit Hall Refreshment Break/WA3-WB1
9:45 a.m. – 10:15 a.m.	Learning Lounge Sessions 7 and 8 Booths 163 and 263
10:30 a.m. – 11:45 a.m.	Concurrent Educational Sessions
11:45 a.m. – 1:00 p.m.	Attendee Lunch/WA2
12:00 p.m. – 1:45 p.m.	Certification Luncheon – Sponsored by PNC /WA1
12:00 p.m. – 1:45 p.m.	AFP Executive Institute Luncheon – Sponsored by PNC /W304ABCD
1:00 p.m. – 1:45 p.m.	Exhibit Hall Dessert Reception/WA3-WB1
1:15 p.m. – 1:45 p.m.	Learning Lounge Sessions 9 and 10 Booths 163 and 263
2:00 p.m. – 3:00 p.m.	Concurrent Educational Sessions
3:15 p.m. – 4:30 p.m.	Tuesday General Session/WA1
4:30 p.m. – 5:30 p.m.	Retail Reception- sponsored by Chinabank UnionPay /Booth 363
4:30 p.m. – 5:30 p.m.	Exhibit Hall Closing Reception/WA3-WB1
4:30 p.m. – 5:30 p.m.	Selfies with Scott Kelly/Booth 663

Wednesday, October 26

7:00 a.m. – 12:00 p.m.	Coat and Bag Check/West Registration
7:30 a.m. – 8:30 a.m.	Attendee Breakfast/WA2
7:30 a.m. – 11:00 a.m.	Lost and Found /WA2 – Show Managers Office
8:00 a.m. – 9:30 a.m.	Registration/West Registration
7:30 a.m. – 9:00 a.m.	Speaker Ready Room/W206A
8:30 a.m. – 9:30 a.m.	Concurrent Educational Sessions
8:30 a.m. – 10:45 a.m.	FP&A Roundtable/W202A
9:45 a.m. – 10:45 a.m.	Concurrent Educational Sessions

EVENT LOCATIONS AND HOURS

EVENT LOCATION TIME

Advanced Space Selection Booth 1749 Monday-Tuesday

AFP*Aware* Breakfast and Lunch Room W108AB Sunday 8:30 a.m., 11:00 a.m.-12:00 p.m.

AFP*Aware* Kiosk West Registration - Registration Hours

AFP*Aware* On-Site Event Women's Resource Center, Room W202BC Sunday 9:30 a.m.-11 a.m.

AFP Membership Kiosk West Registration Sunday 8:00 a.m.-4:00 p.m.

AFP Membership Center Booth 925 Exhibit Hall Hours

AFP Photo Booth Booth 758 Exhibit Hall Hours

Business Center West Building Outside Hall C Exhibit Hall Hours

Conference Connect Booth 325 Exhibit Hall Hours

Content Team Office W206B Friday-Wednesday

Executive Breakfast W304ABCD Monday 8:00 a.m.-9:30 a.m.

Executive Institute W304EFGH Monday-Tuesday

Executive Institute Meals W304ABCD Monday-Tuesday

Executive Lounge W306AB Saturday-Tuesday

First Aid Med Room 4 Hall Hours

FP&A Luncheon W203ABC Monday 12:00 p.m.-1:30 p.m.

FP&A Roundtable W202A Sunday 11 a.m.-2 p.m. and Wednesday 8:30 a.m.-10:45 a.m.

Leadership Office W106 Friday-Wednesday

Paintfest Booth 1725 Hall Hours

Regional Booth 258 Hall Hours

ROM Lunch Room W108A Monday 12:00 p.m.-1:30 p.m.

Security Office WA2 Show Manager's Officer Office Thursday-Wednesday

Speaker Ready Room W206A Saturday-Wednesday

CONVENTION CENTER SERVICES

Distribution of Literature Only literature pre-approved by AFP may be distributed to Conference attendees. Exhibitors may not distribute literature outside their contracted space, except in the Press Room. Staff should alert either Logistics or Sales of the violations of this policy.

The Fed-Ex business center is located in the West Building in front of Hall C. Hours of operation are 7 days a week, 8:00 a.m.-5:00 p.m. Services include: Large-format color printing, Signs and banners, Pre-Conference printing and file assistance, Scooter, Segway, and wheelchair rental, Equipment rental, Pack and ship services.

First Aid Station The First Aid Station is located in Med Room 4 and is open during official Conference hours.

The Lost and Found is located in WA1—Show Managers Office and is open during official Conference hours

Medical Emergencies: Phone – 5 – 1119 and call 911

When reporting an emergency, include the following information: 1. The location 2. The nature of the emergency 3. Number of persons involved 4. Nature and extent of injuries, and any additional detail

Please remember never speak on behalf of AFP to any member of the media or AFP member regarding a crisis unless instructed to do so.

HOTEL INFORMATION

Hyatt Regency Orlando - Headquarter Hotel 9801 International Drive

DoubleTree by Hilton Orlando at SeaWorld 10100 International Drive

Residence Inn Sea World - International Center 11000 Westwood Boulevard

Castle Hotel – A Marriott Autograph Collection Hotel 8629 International Drive

Courtyard Orlando International Drive/Convention Center 8600 Austrian Court

Embassy Suites Orlando - International Drive Jamaican Court 8250 Jamaican Court

Embassy Suites Orlando - International Drive South 8978 International Drive

Fairfield Inn & Suites Orlando @ Sea World 10815 International Drive

Hampton Inn Convention Center 8900 Universal Boulevard

Hard Rock Hotel Orlando 5800 Universal Boulevard

Hilton Garden Inn Orlando at SeaWorld 6850 Westwood Boulevard

Hilton Grand Vacations Club SeaWorld Int'l 6924 Grand Vacations Way

Hilton Orlando 6001 Destination Parkway

Homewood Suites International Drive 8745 International Drive

Las Palmeras, A Hilton Grand Vacations Club (formerly Westin Orlando Universal) 9501 Universal Boulevard

Loews Portofino Bay Hotel at Universal Orlando 5601 Universal Boulevard

Loews Royal Pacific Resort at Universal Orlando 6300 Hollywood Way

Loews Sapphire Falls Resort 6601 Adventure Way

Rosen Centre Hotel 9840 International Drive

Rosen Plaza Hotel 9700 International Drive

Rosen Shingle Creek 9939 Universal Boulevard

Springhill Suites Orlando @ SeaWorld 10801 International Drive

SHUTTLE SCHEDULE

See attached flyer at the back of this guide.

EVENT TRANSPORTATION

Sunday, October 23, 2016 AFP Welcome Reception at Universal CityWalk® Event Time: 7:30 PM—10:00 PM Shuttle service will depart from the OCCC only to Universal CityWalk® from 7:30 PM - 8:00 PM. Last shuttle to the event departs the OCCC at 8:00 PM. Return shuttle service is provided from the event back to all hotels as listed, including walk hotels from 8:30 PM—10:00 PM. Last shuttle departs Universal CityWalk® at 10:00 PM.

WALK HOTELS/ROUTE #8 The hotels listed below are within walking distance of the OCCC. Shuttle service will only be provided for The Welcome Reception on Sunday, October 23 to Universal CityWalk®. Please use the event shuttle departing from outside Lobby B. Return service for the walk hotels will be provided via “Route #8” at the conclusion of the event.

Hyatt Regency Orlando Rosen Centre Hotel Rosen Plaza Hotel

SHUTTLE BOARDING LOCATION BY HOTEL

See attached flyer at the back of this guide.

ON-SITE PACKING INSTRUCTIONS FOR RETURN TO AFP

1. All return shipments must be packed, labeled and ready to be picked up by 10:00 a.m. on Wednesday, October 26.
2. Provide a box count and location for pick up to Tie by 10:30 a.m. on Wednesday.
3. A Freeman staff member will pick up shipment and manage return shipment.

TEAM CAPTAIN CONTACT INFORMATION

REGISTRATION Kevin Woo 301.310.1653

CONTENT John Gibson 240.712.2360

SALES John Hallett 317.413.2809

MEMBERSHIP CENTER Megan Ladd 941.993.4977

COMMUNICATIONS/PR Ira Apfel 301.512.9987

LOGISTICS Kristina Mechelis 240.702.3062

LEADERSHIP Denise Riggs 703.408.5740

PRODUCTION Melissa Rawak 202.365.4607

SALES TEAM CELL PHONES

Kevin Boyle 240.507.6490

Justin Barch 240.278.6607

Jeff Schiz 732.397.7641

Tim Eagan 330.858.3224

Tim Momyer 301.461.7809

Rahiem Swann 240.517.1453

David Pim 301.919.6444

Kevin Sambat 703.407.2901

AN16 CUSTOMER EXPERIENCE ENHANCEMENTS

We continually strive to create a better experience for our Conference attendees. To that end, we've added the following enhancements:

- AFP Innovation Series
- Learning Lounge
- Treasury and Finance Quest
- Graphic Illustrators
- LinkedIn Corner



Most AFP staff will have name placards, but some partners (Holmes, Expologic, AFP photographer) will have a STAFF badge indicator

R will print if a member has an expiration date LE 3/31/17

Place renewal sticker here

Spouse Badge format

Guest Name

Bethesda, MD

IAFP

ANNUAL
CONFERENCE

ORLANDO, FLORIDA | OCTOBER 23-26, 2016

Customer Name

Company

Location

DAY Time - Time Room

OK to admit to this single session only

STAFF

BOARD DIRECTOR

PRACTITIONER

ASSOCIATE

ACADEMIC

PRESS

EXHIBITOR

EXHIBITOR STAFF

PRACTITIONER-SUNDAY

PRACTITIONER-SAT-SUN-MON

EXHIBITOR-MON-TUES

EXHIBITOR-TUESDAY

No sessions for Red badge holder - this is Exhibit Floor Only

FRIDAY 10/21/16

SATURDAY 10/22/16

SUNDAY 10/23/16

MONDAY 10/24/16

TUESDAY 10/25/16

WEDNESDAY 10/26/16

Wristbands to access the Exhibit Hall for non-registrants

If a DAY rate, or pre-conference program was purchased without the full conference, then the DAY access is eligible will print. This replaces the stickers we used last year.

HOTELS BY ROUTE

Stop Route #1	Boarding Location
#1 Rosen Shingle Creek	Transportation Lobby
#2 Las Palmeras, A Hilton Grand Vacations Club	Front Entrance

Stop Route #2	Boarding Location
#1 Hilton Orlando	Group Arrivals Area

Stop Route #3	Boarding Location
#1 Loews Portofino Bay Hotel at Universal Orlando	Bus Piazza
#2 Hard Rock Hotel Orlando	Abbey Road
#3 Loews Royal Pacific Resort at Universal Orlando	Conference Porte Cochere
#4 Loews Sapphire Falls Resort	Conference Porte Cochere

Stop Route #4	Boarding Location
#1 Embassy Suites Orlando - International Drive Jamaican Court	Curbside on Jamaican Ct.
#2 Courtyard Orlando International Drive/Conv. Ctr.	Curbside on Austrian Court
#3 Embassy Suites Orlando - International Drive South	Curbside on International Drive

Stop Route #5	Boarding Location
#1 Castle Hotel - A Marriott Autograph Collection Hotel	Curbside on Universal Blvd.
#2 Hampton Inn Convention Center	Curbside on Plaza Luz Road
#2 Homewood Suites International Drive	At the Hampton Inn Convention Center

Stop Route #6	Boarding Location
#1 Hilton Garden Inn Orlando at SeaWorld	Curbside on Westwood Blvd.
#2 DoubleTree by Hilton Orlando at SeaWorld	Front Entrance

Stop Route #7	Boarding Location
#1 Residence Inn SeaWorld – International Center	Front Entrance
#2 Hilton Grand Vacations Club SeaWorld Int'l	Curbside at main entrance gate
#3 Fairfield Inn & Suites Orlando SeaWorld	Driveway between Fairfield & SpringHill
#3 SpringHill Suites Orlando @ SeaWorld	Driveway between Fairfield & SpringHill

Walk Hotels/Route #8

The hotels listed below are within walking distance of the OCCC. Shuttle service will only be provided for The Welcome Reception on Sunday, October 23 to Universal CityWalk®. Please use the event shuttle departing from outside Lobby B. Return service for the walk hotels will be provided via "Route #8" at the conclusion of the event.

Hyatt Regency Orlando • Rosen Centre Hotel • Rosen Plaza Hotel



If you have any questions regarding the shuttle, or would like to make a reservation for a wheelchair accessible AFP shuttle, please see the AFP shuttle supervisor at the OCCC West Concourse A/B during shuttle hours or call Kushner & Associates at (310) 210-2139 during shuttle hours.



ANNUAL CONFERENCE

ORLANDO, FLORIDA | OCTOBER 23–26, 2016

Shuttle Service to the Orange County Convention Center, West Concourse A/B

Continuous shuttle bus service will operate according to the schedule below between the Orange County Convention Center (OCCC) and the official hotels as listed unless noted otherwise. **Please be sure to check the AFP shuttle sign in your hotel lobby for any changes or additional information.**

Hours of Operation

Saturday, October 22, 2016

Service every 15-20 minutes 7:30 AM - 5:30 PM *

Sunday, October 23, 2016

Service every 15-20 minutes 7:30 AM - 1:30 PM
Service every 10-15 minutes 1:30 PM - 8:00 PM *

Monday, October 24, 2016

Service every 10-15 minutes 7:00 AM - 11:00 AM
Service every 15-20 minutes 11:00 AM - 3:00 PM
Service every 10-15 minutes 3:00 PM - 6:30 PM *

Tuesday, October 25, 2016

Service every 10-15 minutes 7:00 AM - 11:00 AM
Service every 15-20 minutes 11:00 AM - 2:00 PM
Service every 10-15 minutes 2:00 PM - 6:00 PM *

Wednesday, October 26, 2016

Service every 15-20 minutes 7:00 AM - 11:30 AM *

* Last shuttle departs the OCCC at this time.

Last shuttle departs hotels approx. 1 hour prior to this time.

The OCCC, West Concourse A/B is the transfer point for all routes.

SPECIAL TRANSPORTATION

Sunday, October 23, 2016

AFP Welcome Reception at Universal CityWalk®

Event Time: 7:30 PM - 10:00 PM

Shuttle service will depart from the OCCC only to Universal CityWalk® from 7:30 PM - 8:00 PM. Last shuttle to the event departs the OCCC at 8:00 PM.

Return shuttle service is provided from the event back to all hotels, including walk hotels from 8:30 PM - 10:00 PM. Last shuttle departs Universal CityWalk® at 10:00 PM.

Wednesday, October 26, 2016
Airport Transfers from OCCC

DEPARTURES AT:
9:30 AM, 10:30 AM & 11:30 AM
\$20 PER PERSON

Please allow at least 30-40 minutes travel time to the airport.

Advance reservations required.

Please see the shuttle supervisor at the OCCC shuttle boarding area during shuttle hours to make reservations.

Cash or Credit Card Accepted

TICKETS ARE NON-REFUNDABLE

ALPHABETICAL HOTEL LISTING

This alphabetical list provides route numbers and boarding locations for each hotel on the official AFP Annual Conference shuttle. Check the sign in your hotel lobby for additional information and changes. The OCCC West Concourse A/B is the transfer point for all routes.

Routes #1-4: Board outside of Lobby A

Routes #5-7: Board outside of Lobby B

Hotel	Route	Boarding Location
Castle Hotel - A Marriott Autograph Collection Hotel	5	Curbside on Universal Blvd.
Courtyard Orlando International Drive/Conv. Ctr.	4	Curbside on Austrian Ct.
Doubletree by Hilton Orlando at SeaWorld	6	Front Entrance
Embassy Suites Orlando - International Drive South	4	Curbside on International Dr.
Embassy Suites Orlando - International Drive Jamaican Court	4	Curbside on Jamaican Ct.
Fairfield Inn & Suites Orlando SeaWorld	7	Driveway between Fairfield Inn & SpringHill Suites
Hampton Inn Convention Center	5	Curbside on Plaza Luz Rd.
Hard Rock Hotel Orlando	3	Abbey Road
Hilton Garden Inn Orlando at SeaWorld	6	Curbside on Westwood Blvd.
Hilton Grand Vacations Club SeaWorld Int'l	7	Curbside at main entrance gate
Hilton Orlando	2	Group Arrivals Area
Homewood Suites International Drive	5	At Hampton Inn Convention Center
Hyatt Regency Orlando	Walk/8	
Las Palmeras, A Hilton Grand Vacations Club	1	Front Entrance
Loews Portofino Bay Hotel at Universal Orlando	3	Bus Piazza
Loews Royal Pacific Resort at Universal Orlando	3	Conference Porte Cochere
Loews Sapphire Falls Resort	3	Conference Porte Cochere
Residence Inn SeaWorld - International Center	7	Front entrance
Rosen Centre Hotel	Walk/8	
Rosen Plaza Hotel	Walk/8	
Rosen Shingle Creek	1	Transportation Lobby
SpringHill Suites Orlando @ SeaWorld	7	Driveway between Fairfield Inn & SpringHill Suites



Emergency Action Plan (EAP)

2016 AFP Annual Conference

Orange County Convention Center (OCCC)

Orlando, Florida

October 23 – 26, 2016

Table of Contents

Part I	
Statement of Purpose	Page 3
Event Notification Flow Chart	Page 4
Part II	
General Information.....	Page 5
Staff Roles.....	Page 5
Part III	
Medical Emergency Procedures.....	Page 6
Part IV	
Security Measures	Page 7
Part V	
Miscellaneous Events	Page 8
Part VI	
Protests and Demonstrations.....	Page 9
Part VII	
Active Shooter Scenario.....	Page 10
Part VIII	
Emergency Evacuations.....	Page 10
Part IX	
Loss of Power Procedure	Page 11
Part X	
Natural Threats (Hurricane).....	Page 12
Part XI	
Zika Virus.....	Page 14

Part I – Statement of Purpose

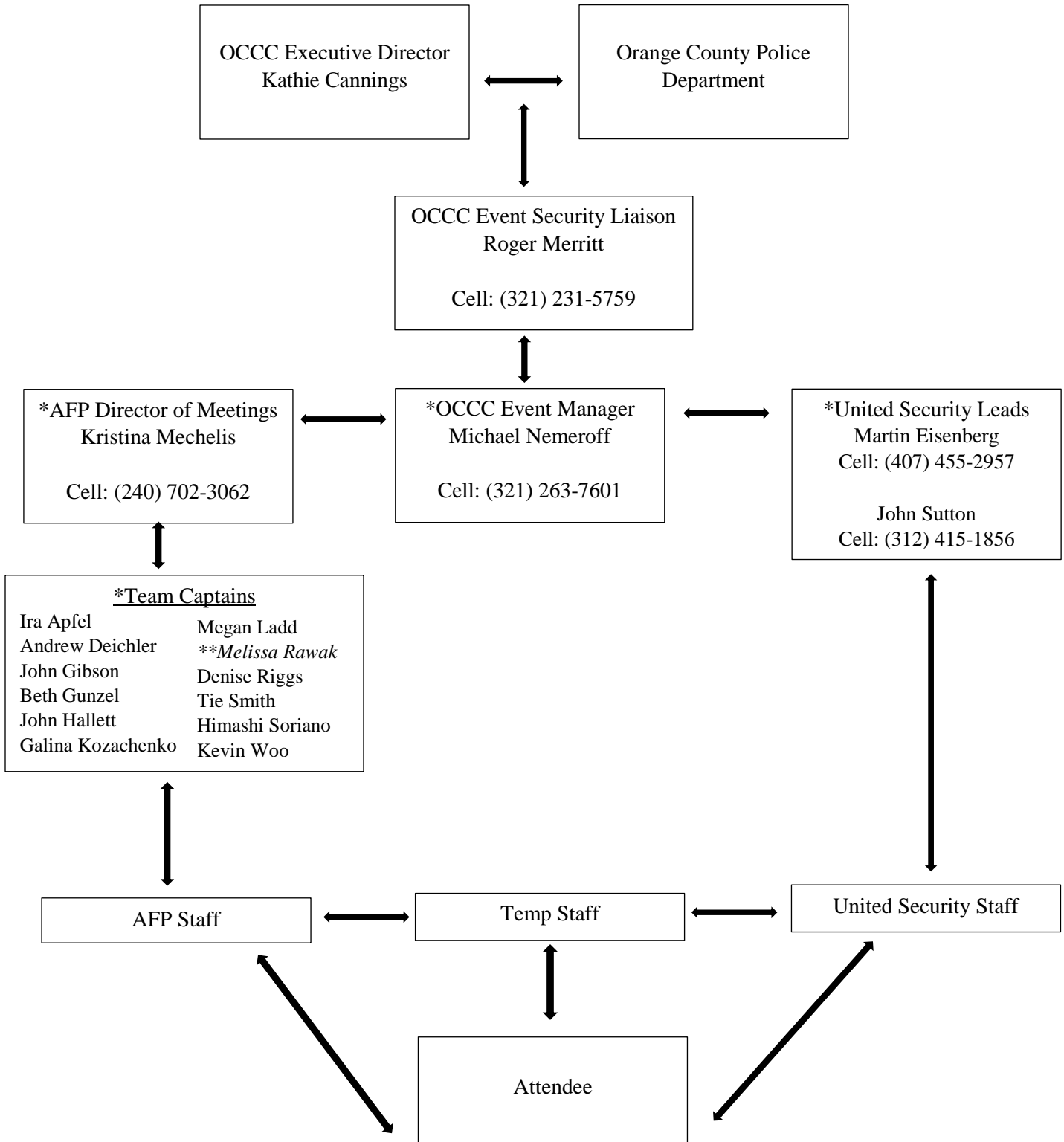
The purpose of this Emergency Action Plan (EAP) is to define responsibilities and provide procedures designed to identify unusual and unlikely conditions that may endanger participants during the conduct of the 2016 AFP Annual Conference and to quickly and efficiently respond in order to prevent or minimize any loss of life or property.

This plan is based on the Orange County Convention Center's emergency procedures plan for the West Concourse.

Part I – Event Notification Flow Chart

*Communication via radio onsite.

**Melissa Rawak will be the liaison for the Growth Team.



Part II – General Information

Conference Location:	Orange County Convention Center West Concourse 9800 International Dr. Orlando, FL 32819
Lost and Found Items:	The AFP official security provider, United Security, will manage and collect all lost and found items. The Lost and Found office is located at WA2 – Show Manager’s Office.
Security Office:	WA2 – Show Manager’s Office

Staff Roles in Emergency

Orange County Convention Center:

- Kathie Canning, Executive Director
 - Approves all emergency procedures and public media release of information concerning the emergency onsite.
 - The only individual who can authorize the evacuation of the convention center prior to the arrival of authorities.
- Michael Nemeroff, Event Manager
 - Serves as main liaison between the convention center and main AFP contact.
 - Responsible for providing AFP contact with timely updates on the status of any emergency procedures.

AFP:

- Kristina Mechelis, Director of Meetings
 - Serving as the AFP representative between the convention center and authorities during a crisis.
 - Responsible for communicating updates from the Event Manager to Team Captains/Growth Team in cases of emergencies and notifying them of any decisions made on behalf of the OCCC that would affect the event.
 - Responsible for coordinating with John Gibson on updating attendees in emergency situations through the Annual Conference App and Melissa Rawak with communication updates via attendee emails.
- Team Captains
 - Responsible for updating their respective teams on the current progress of an emergency procedure.
 - Responsible for notifying the AFP Director of Meetings of any urgent situations involving any event stakeholders (i.e. attendee, vendors, or AFP staff)

Part III – Medical Emergency Procedures

Category: Minor Medical Emergencies

EMT Vendor: *Onsite Medical Services, Inc.*

Phone Number: 5-1119 (Dial from any phone in convention center.)

Services Provided: All usual and customary EMT or PARAMEDIC services, including without limitations basic life support, basic airway management, oxygen delivery, applying dressings and bandages, spine stabilization, monitoring vital signs and administering CPR.

Notes: Defibrillators (AEDs) are strategically placed throughout the OCCC.

First Aid Office: Med Room 4

Category: Critical Medical Emergencies

Call 911 for critical medical emergencies.

Such emergencies include cardiac arrest, seizures, spinal injury, or profuse bleeding.

Part IV– Security Measures

The OCCC has the following security on staff:

- Uniformed security officers
 - On duty 24/7
- Orange County Police (Roams the OCCC, highly visible)
 - (2) Police Corporals
 - (1) Commander
 - (4) Deputies
 - Patrol Cruiser parked outside of center
- Orange County Fire Rescue Department Fire Station 57 (located 6.2 miles from the West Concourse)

AFP will provide the following security:

- Uniformed Security (United Security)
 - At main entrances and loading docks during exhibitor move-in/out and Open exhibit hall hours.
 - Opening/Closing general sessions
 - Bomb sniffing dog with two off-duty officers
 - (1) Armed off-duty officer (will be in high traffic areas for visibility)

The AFP official security vendor (United Security) will initially address any non-life threatening disruptions taking place during the event. If United Security is unable to resolve or alleviate these issues, it will then be handled by the OCCC building security, and lastly the onsite Orange County Police if building security needs assistance.

Part V – Miscellaneous Events

There will be two other conferences taking place in the West Concourse simultaneously during the AFP Annual Conference or immediately following. Threat examination below.

Event #1:

Saturday, October 22nd – Tuesday, October 25th

AABB Annual Meeting

Location: WD2-WF

Organization Mission: To advance the practice and standards of transfusion medicine and cellular therapies to optimize patient and donor care and safety.

Attendee Estimate: 5,000+

Opening Session Speaker: James Orbinski (physician, writer, and humanitarian activist)

Overall Threat Level: **1** 2 3 4 5 6 7 8 9 10

Event #2:

Thursday, October 27th – Saturday, October 29th

Cystic Fibrosis Foundation 30th Annual North American Conference

Attendee Estimate: 3,200

Location: Halls B4-WF

Organization Mission: To support the development of new drugs to fight Cystic Fibrosis, improve the quality of life for those with CF, and ultimately to find a cure.

Opening Session Speaker: No General Sessions. Conference consists of workshops, round tables and concurrent sessions.

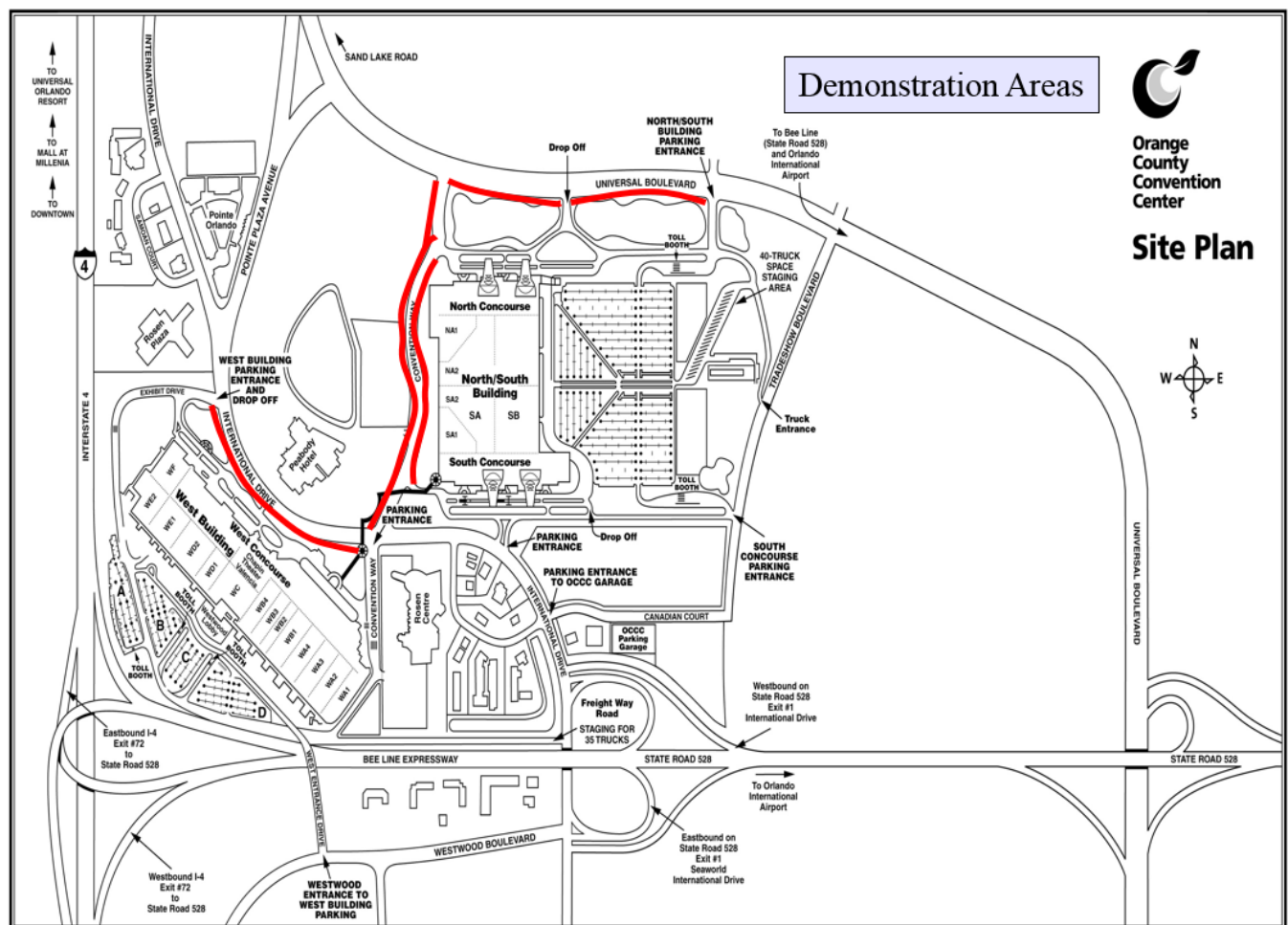
Overall Threat Level: **1** 2 3 4 5 6 7 8 9 10

Part VI – Protests and Demonstrations

There are designated protest areas at the OCCC. See map below.

In the event of any protests or demonstrations within AFP's event area of the convention center, the OCCC Security and official security vendor, United Security, will follow the instructions of show management.

If the Director of Meetings (Kristina Mechelis), AFP Representative, chooses to cease and desist any demonstrations or protests, including but not limited to: distribution of materials or flyers or the actual formation of a protest/demonstration, failure to comply will result in trespassing warnings being issued.



Part VII– Active Shooter Scenario

What is an Active Shooter Scenario?

An active shooter scenario is when a suspect or individual enters a building or area with the intent to cause harm or injury. During this act, the threat is not contained thus causing an immediate risk of death and injury.

Preventative Measures You Can Take

“If you see something, say something.” If you overhear or see anything suspicious, report it to your Team Captain. Team Captains will report it to Director of Meetings (Kristina Mechelis) or Meetings & Exhibits Specialist (Tie Smith).

Techniques Used in an Active Shooter Scenario

1. RUN

Always try to evacuate the building or area FIRST if you are able to do so.

2. HIDE

If you are unable to evacuate the building or area, find a place to hide. Remember to silence your cell phone and turn off any lights and lock any doors.

3. FIGHT

If your life is at risk, the last option is to fight the shooter or disable the shooter by finding nearby objects to use as weapons.

Part VIII– Emergency Evacuations

If decided by the Executive Director of the OCCC, that the convention center should be evacuated, pre-recorded messages will be projected over the PA system for attendees to evacuate the area. United Security and OCCC building security will assist attendees and staff in evacuating the building.

AFP has the option to keep attendees notified of any emergency updates via the Conference App push notification feature. John Gibson is trained to schedule such updates with the guidance of the Meetings Team (Kristina Mechelis or Tie Smith). Emergency updates will also be sent to attendees via email.

Part IX – Power Loss Procedure

According to the OCCC Emergency Procedure Plan, the following protocol will take place in the event of a power outage during the AFP Annual Conference.

During Normal or Extended Business Hours:

1. Person or department experiencing the loss of power is to call OCCC Security at ext. 5-9828/5-1128 (West Building).
2. OCCC Security will contact Facility Maintenance.
3. Security will verify the extent of the affected area and pass this information to the Facility Maintenance section.
4. Facility Maintenance will make the initial contact with Florida Power Corporation's Priority Outage Number, utilizing power unit control guide.
5. Facility Maintenance and/or Security Division will guide Florida Power response unit to the affected area. After FPC identifies cause of outage, obtain an assessment of time required for restoration of power.
6. Facility Maintenance will inform the Facility Operations Manager of electrical power loss. Security Division will inform Event Managers and Event Security Liaison Officers of affected events.

Security will document every occurrence with an incident report and entry in the Security Log.

Part X – Natural Threats (Hurricanes/Tropical Storms)

In the scenario that a hurricane takes place during the AFP Annual Conference, the OCCC building security and United Security teams will assist attendees in sheltering in place while avoiding the following areas:

- Electrical
- Areas adjacent to exterior glass panels
- Exterior of building
- Catwalks
- Elevators

The OCCC security will also partake in the following procedures:

- Monitor all HAZMAT conditions and report promptly to the Orange County Fire Department.
- All Security gas powered vehicles will be filled with gasoline; all electrical powered carts will have a full charge and made ready to be stored in a hall.
- Inspect all section radios, batteries, and flashlights to ensure that they are in good working order.
- Assist in the initial clean-up efforts after the hurricane has passed (include assisting Environmental Services Section with gathering of water removal equipment, i.e. wet-vacs).
- In the event a hurricane takes place during a time of limited staffing, Security will notify managers/supervisors so arrangements can be made to obtain the necessary manpower (Emergency responders).
- Brief Executive Director and event managers about ongoing hurricane status. (Michael N., Event Manager, will then brief Kristina M. on scenario)
- Check and ensure that all emergency exits are clear and free from obstructions.
- Security will be responsible for storm tracking and reporting.

****There will be an opportunity to plan in advance for a hurricane. If a hurricane is forecasted during any portion of conference, AFP Leadership will meet to discuss actions regarding the cancellation of any Conference Activities. The final decision will be communicated to attendees via email and the Conference App.**

Saffir-Simpson Hurricane Scale
(According to OCCC Emergency Procedure Plan)

Category 1 – Minimal - Winds 74 to 95 mph or storm surge 4 to 5 feet above normal. No real damage to buildings. Damage primarily to unanchored mobile homes, shrubbery and trees. Also some coastal road flooding and minor pier damage.

Category 2 – Moderate - Winds 96 to 110 mph or storm surge 6 to 8 feet above normal. Some roofing material, door and window damage to buildings. Considerable damage to vegetation, mobile homes and piers. Coastal and low-lying escape routes flood 2 to 4 hours before the arrival of the storm center. Small craft in unprotected anchorages break moorings.

Category 3 – Extensive - Winds 111 to 130 mph or storm surge 9 to 12 feet above normal. Some structural damage to small residences and utility buildings with a minor amount of curtain wall failures. Mobile homes are destroyed. Flooding near the coast destroys smaller structures with larger structures damaged by floating debris. Terrain continuously lower than 5 feet above mean sea level may be flooded 8 miles or more.

Category 4 – Extreme - Winds 131 to 155 mph or storm surge 13 to 18 feet above normal. More extensive curtain wall failures with some complete roof structure failure on small residences. Major damage to lower floors of structures near the shore. Terrain continuously lower than 10 feet above mean sea level may be flooded requiring massive evacuation of residential areas inland as far as 6 miles.

Category 5 – Catastrophic - Winds in excess of 155 mph or storm surge greater than 18 feet above normal. Complete roof failure on many residences and industrial buildings. Some complete building failures with small utility buildings blown over or away. Major damage to lower floors of all structures located less than 15 feet above mean sea level and within 500 yards of the shoreline. Massive evacuation of residential areas on low ground within 5 to 10 miles of the shoreline may be required.

Part XI – Zika Virus

Centers for Disease Control and Prevention

<http://www.cdc.gov/zika/about/overview.html>

What is the Zika Virus?

Zika virus disease is caused by the Zika virus, which is spread to people primarily through the bite of an infected mosquito (*Aedes aegypti* and *Aedes albopictus*). The illness is usually mild with symptoms lasting up to a week, and many people do not have symptoms or will have only mild symptoms. However, Zika virus infection during pregnancy can cause a serious birth defect called microcephaly and other severe brain defects.

What are the symptoms of the Zika Virus?

The most common symptoms of Zika virus disease are fever, rash, joint pain, and red eyes. Other symptoms include muscle pain and headache. Many people infected with Zika won't have symptoms or will have mild symptoms, which can last for several days to a week.

What can people do to prevent Zika?

The best way to prevent Zika is to protect yourself and your family from mosquito bites:

- Use insect repellent with Deet.
- Wear long-sleeved shirts and long pants.
- Sleep under a mosquito bed net if air conditioned or screened rooms are not available or if sleeping outdoors.

AFP will provide mosquito repellent with Deet in designated areas around the convention center.